

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of the Secretary of State
Corporations Division
148 W. River Street
Providence, Rhode Island 02904-2615
(401) 222-3040

INSTRUCTIONS FOR FILING NOTICE OF TRANSFER OF RESERVED NAME

Section 7-1.2-403, 7-13-3, 7-16-10 and 7-6-11.1 of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

1. The right to the exclusive use of a specific corporate name so reserved may be transferred to any other person by filing a Notice of Transfer of Reserved Name (Form No. 621) with the Office of the Secretary of State, Corporations Division, at the above address. When the Notice of Transfer of Reserved Name has been completed, signed and submitted with the correct filing fee, a Certificate of Transfer of Reserved Name, shall be issued.
2. The Notice of Transfer for a Business Corporation, Limited Partnership, or Limited Liability Company must be accompanied by a filing fee of \$50.00 and payment should be made payable to the Rhode Island Secretary of State.
3. The Notice of Transfer for a Non-profit Corporation must be accompanied by a filing fee of \$20.00 and payment should be made payable to the Rhode Island Secretary of State.
4. The Notice of Transfer must be executed by the applicant for whom the name was reserved.
5. The reservation of the name so transferred will terminate upon the expiration of the original one hundred and twenty (120) day reservation period. With the sole exception of a name reservation for a **limited partnership**, there is no provision for renewal of a name reservation.

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m.

Filing Fee: \$50.00
(See footnote below)



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**NOTICE OF TRANSFER OF RESERVED NAME
OF**

(Name to be transferred)

Pursuant to the provisions of Sections 7-1.2-403, 7-13-3, 7-16-10, and 7-6-11.1 of the General Laws of Rhode Island, 1956, as amended, the undersigned hereby transfers to _____
whose address is _____
the name of _____
which was reserved in the Office of the Secretary of State for the exclusive use of the undersigned on _____,
for a period of one hundred twenty (120) days thereafter.

Under penalty of perjury, I declare and affirm that the
information contained herein is true and correct.

Date: _____

Print name of Applicant for whom the name was reserved

Signature of Applicant

Filing fee footnote

The filing fee is \$20.00 for non-profit corporations that are transferring a reserved name.